



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 8-19-17	<u>Interviewer:</u> Mohammed Cato	<b>RFA #17 – 53</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Volunteer/Employee		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		
<u>Manager</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☒    Student ☐  
 Concern Regarding:    Male ☒ Female ☐    Administrator ☐    Faculty ☐    Staff ☒    Student ☐

**Category:** *(Please check at least one)*

- |  |   |   |                                     |  |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color                        | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin              | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |   |   |                                     |  |

Time Line		
Date	Item	Comments
8-19-17	[REDACTED] emails SGS and MC	[REDACTED] explains that [REDACTED], a female staff worker, has been receiving inappropriate, obscene, and unwanted communications from [REDACTED], a male staffer at the [REDACTED] in [REDACTED] is a [REDACTED]. [REDACTED] wants guidance on how to proceed
8-19-17	MC emails [REDACTED] back	MC says that he can talk to [REDACTED] on Monday or talk during the weekend if it is urgent.
8-19-17	[REDACTED] indicates in an email that she can wait to talk on Monday	
8-20-17	[REDACTED] and MC email each other to schedule a time to talk on the phone	

8-21-17	MC and [REDACTED] talk on the phone	[REDACTED] shares with MC information that was provided to her from [REDACTED], a volunteer and weekend staff person, at the [REDACTED] recounts that [REDACTED] sent [REDACTED] a text with an obscene image involving a baby and what appears to be male genitals; that [REDACTED] talked inappropriately about his wife to [REDACTED] and that [REDACTED] seemed to pay special attention to [REDACTED] including texting [REDACTED] at random times and talking about non related work issues. In addition [REDACTED] shares that [REDACTED] disclosed that other women staff have been creeped out by [REDACTED] behavior. MC wanted to speak to [REDACTED] directly but wanted [REDACTED] to check in with [REDACTED] first to see if she was okay with MC reaching out.
8-21-17	[REDACTED] contacts	[REDACTED] tells [REDACTED] that it's okay for MC to contact her
8-21-17	MC calls [REDACTED] and leaves a voicemail	
8-21-17	[REDACTED] calls MC back	[REDACTED] discusses behaviors from [REDACTED] that has concerned her (driving [REDACTED] around and looking at landmarks during work hours instead [REDACTED] talking about his relationship with wife and daughter to [REDACTED] sharing that he was enamored with a young volunteer at the [REDACTED] wanting to confide in [REDACTED] about his marital issues, sending an obscene image to [REDACTED] via text, and "creeping out" other female volunteers). MC discusses resources and reporting options for [REDACTED] and also explains the informal and formal process of the Discrimination Complaint Procedure, along with issues of confidentiality. [REDACTED] indicates that [REDACTED] makes her feel uncomfortable and that she is not interested in working with him. MC says that he will talk to SGS to discuss next best steps but that [REDACTED] should not go to work if she feels unsafe, for now. [REDACTED] indicates that she is okay with going to work and will wait to hear back from MC. [REDACTED] also indicates that she will engage in the informal process and reserve the right to file a formal complaint. When asked about outcomes [REDACTED] indicated that she doesn't want [REDACTED] in the same building as her.
8-21-17	[REDACTED] emails MC a copy of an obscene text that [REDACTED] sent her	
8-21-17	[REDACTED] emails MC with a comment that was made to her by [REDACTED]	
8-22-17	MC emails [REDACTED] and thanks her for the emails	MC lets [REDACTED] know that he will follow up with her shortly
8-23-17	[REDACTED], Senior Director of [REDACTED] and [REDACTED] direct supervisor, asks for MC or SGS	Neither MC or SGS is available to take the call
8-23-17	MC calls [REDACTED]	MC gives [REDACTED] an update of [REDACTED] concerns and discusses next steps. MC asks for a copy of [REDACTED] contract. MC says that he needs to review [REDACTED] contract before determining the manner in which EOO will contact him. MC also informs [REDACTED] that he will not be the primary investigator for this

		complaint and that Mallory or SGS will be taking over.
8-23-17	██████ sends MC a copy of ██████ contract	
8-23-17	██████ emails MC and wants some guidance on how to manage staff since ██████ and ██████ will be at work tomorrow	
8-23-17	MC emails ██████	
8-23-17	MC and ██████ talk about best approaches	MC also informs ██████ that he will not be the primary investigator for this complaint and that Mallory or SGS will be taking over.
8-24-17	MC calls ██████	MC checks to see how ██████ is doing and she says that she is feeling better. MC also informs ██████ that he will not be the primary investigator for this case and reiterates to ██████ that the office is taking her concerns seriously, especially the issue of ██████ not feeling comfortable with ██████ in the building while she is there. MC says that EO and others are working on how to address that concern among others and that Sue or Mallory should be calling ██████ tomorrow with an update. ██████ thanks MC.
08/28/2017	██████ meets with ██████	██████ sent Mallory a follow-up video that ██████ was "He was, calm, contrite, and cooperative. He surrendered his keys and left the premises. I informed him you would be delivering the process and policy..."
<i>Converted to Complaint. See ██████</i>		